

APPLICATION INSTRUCTIONS FOR SELF-DESIGNED REFRESHER COURSE

I. FOCUS AREA OF COURSE

The first step in developing a self-designed refresher course is the selection of a focus area for your study. Any nursing practice role in which the nurse utilizes and applies nursing knowledge, skills and abilities may be selected as a focus area. The focus area can be quite specific, i.e., school nursing, care of the patient with AIDS, nursing role in the pediatrician's office, utilization review, or it can be more general, i.e., nursing on a medical surgical unit, nursing care of the elderly, parish nursing, etc. The focus area should be both interesting to you and one for which learning experiences are available.

II. THEORETICAL/DIDACTIC PORTION OF COURSE

The next step is to plan the theoretical or didactic learning portion of your self-designed refresher course. This is the study portion of the course. You will need to spend at least forty-five hours completing this portion of your course. There are numerous approaches to learning that can be a part of this portion of your course. Examples include, but are not limited to, participation in workshops, completion of computer assisted instruction modules, current journal readings, and attendance in lectures. Regardless of the approaches you choose, the content must directly relate to your focus area. You may need to do some exploration to determine the availability of the approaches you choose in your geographic area. The approaches/activities you choose to accomplish the objectives of your course should contain considerable variety.

Think about what it is you hope to learn from this self-designed refresher course. Construct your objectives around what you want to accomplish. You can have as few or as many objectives as you deem appropriate. The objectives are the goals for your learning. The objectives must be attainable and measurable. Some examples include "Obtain evidenced based health coach certification", "Review literature on chronic disease self-management", "Review literature on the medical home and how it provides integrated care to patient".

Once you have identified your objectives, you will list your learning activities you will complete or be involved in to meet these objectives. For each activity list the estimated number of hours you will spend on that activity.

For example:

- ❖ **OBJECTIVE #1:** Review literature on chronic disease self-management
 - Activity: Read four current (within the last 5 years) research articles on the chronic disease self-management
 - Estimated time spent on activity: 5 hours
- ❖ **OBJECTIVE #2:** Become current on evidence based practice of IV therapy
 - Activity: Attend a two-day workshop “INS National Academy of Infusion Therapy Conference” hosted by the Infusion Nurses Society
 - Estimated time spent on activity: 16 hours

III. CLINICAL/PRACTICE PORTION OF COURSE

This is the “experience” portion of the course. You will need to spend at least thirty (30) hours completing this portion of your course. Again, there are numerous approaches to learning that can be part of this portion of your course, you will need to identify a site of facility at which you can gain some “hands on” or actual experience related to your focus area. You will need to enlist the cooperation of a registered nurse currently licensed in the jurisdiction of the clinical experience to serve as your preceptor/supervisor for this experience. This preceptor must be currently practicing in the role which you have chosen for your experience. This preceptor (and the facility, if applicable) must agree to allow you to have the experience you propose and must agree to guide your learning experience, be available to assist you as needed during the experience and provide an evaluation of the extent to which you were able to achieve your objectives.

BEFORE YOU BEGIN THE CLINICAL PORTION OF YOUR COURSE, YOU MUST OBTAIN A TEMPORARY PERMIT BY CONTACTING THE CREDENTIALING DIVISION. (402) 471-4376.

For this portion of the application, you need to write one or more objectives that you hope to accomplish in the clinical portion of this course. Examples:

1. Participate in the care of a patient following cardiac bypass surgery.
2. Together with an experienced hospice nurse, provide care for a dying patient.
3. Observe the role of a nurse employed in parenteral therapy.

You will need to share and discuss your objectives with your preceptor/supervisor prior to beginning this portion of your course. These objectives will serve as the basis for your preceptor/supervisor’s evaluation of your preference.

Copy and Paste your Clinical Objectives on FORM A. Discuss the objectives with your preceptor/supervisor. Have the preceptor/supervisor sign the form to agree to oversee your clinical portion of the course.

IV. COURSE EVALUATION

The final step in planning your self-designed refresher course is to identify how you will evaluate your learning experiences. This portion is a self-evaluation, however, you must also have the preceptor/supervisor of the clinical /practice portion evaluate your achievement of your clinical objective(s). Be sure your self-evaluation includes both theoretical and clinical components of the course.

V. SELF-DESIGNED REFRESHER COURSE APPROVAL

Once all documents are submitted, you will receive pre-approval from the Nursing Education Consultant or a representative from the Licensure Unit. Your next step is to apply for your temporary license. Once that temporary license is obtained, submit a copy of your license. Once the temporary license is submitted and you receive full approval for your course, you can proceed with your self-designed refresher course.

VI. COURSE COMPLETION

Once you have completed your objectives and required hours for your self-designed refresher course, you will need to submit your self-evaluation. Another evaluation form will be submitted to your preceptor/supervisor. Once both evaluation forms are received, your documents will be reviewed. Once it is verified that you completed your course, you will receive written verification of your course completion.

Self-Designed Refresher Course Nebraska Regulations

Attachment A

101-004.06B Self- Designed Refresher Course is designed to focus study on a specific area of nursing practice selected by the applicant. The application must include a statement identifying a focus area of study and include a plan for the following:

1. 45 or more contact hours of theoretical/didactic review activities, including the objectives/goals for this portion of the course;
2. 30 or more contact hours of clinical practice (actual experience in the selected role), including the objectives/goals for this portion of the course. The clinical experience must be supervised by or performed in collaboration with a registered nurse currently licensed in the jurisdiction of the clinical experience. The course plan must include provisions for the supervising/ collaborating nurse to evaluate the applicant's achievement of objectives/goals of the clinical experience; and
3. A mechanism for self evaluation of the extent to which the course met the learning objectives/goals of the applicant.

101-004.06B1 Nursing courses with a clinical component offered by an approved nursing program may be submitted for approval as a self-designed refresher course.

101-004.06B2 The Board will act to approve or deny the plan which the applicant has submitted within 150 days of submission.

101-004.06C Upon completion of any review course of study, the applicant must submit documentation of successful completion of the course.